

W A R N I N G

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MONTHLY TECHNICAL PROGRESS REPORT

for the period

October 1 – October 31, 2009

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



GRB Environmental Services, Inc.
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EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
October 2009

TOAM: Elaine Chan
PM: Anne Bonham

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on October 8.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on October 15.

The Records Center Performance Measurements Reports were submitted to the TOAM on October 8.

A report on the status of the ECMS project was submitted to the TOAM on October 8.

The quarterly comprehensive statistical report for July 1 through September 30 was submitted to the TOAM on October 9.

The annual comprehensive statistical report for October 19, 2008 through October 18, 2009 was submitted to the TOAM on October 9.

The PM and RMS IV/Assistant Manager met with the TOAM on October 15 to review the monthly reports and to verify the status of the contract.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,325 documents and edited 3,096 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

A Librarian IV eliminated the indexing backlog of the Mare Island Naval Shipyard site this month.

The site assessment Librarian IV received 9.8 lft of new documents, of which 9.2 lft were federal facilities documents.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

41.4 lft. of documents were picked up from EPA regional offices. 18 Transfer of Records forms were processed.

207 lft. of documents were retrieved from the FRC.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated October 25.

FRC Storage Report, updated October 25.

On-Site Storage Report, updated October 25.

Contracts On-Site Storage Report, October 2, 6, 16, 23 & 30.

Staff checked 2 lft. of unindexed McFarland Study Area, Montrose Chemical Corp., and San Gabriel Valley documents for possible duplication with documents already in the site file.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 1,972 documents (68,512 pages) during October and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 4 SCAP accomplishment documents during October.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Thirty-two Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
01	0934	ATLAS ASBESTOS MINE
01	09H2	BROWN & BRYANT INC. (ARVIN PLANT)
01	09W4	BROWN & BRYANT INC. (ARVIN PLANT)(charged to 09H2)
01	09H2/09W4	BROWN & BRYANT INC. (ARVIN PLANT)(charged to 09H2)
01	093H	CASMALIA RESOURCES
01	0936	DEL AMO FACILITY
02	0936	DEL AMO FACILITY
00	09MN	DEL MONTE CORP. (OAHU PLANTATION)
00	09FS	EAGLE ARMY AIR FIELD
01	09H7	FRESNO MUNICIPAL SANITARY LANDFILL
01	0920	INDIAN BEND WASH NORTH (2 pkgs)
01	0917	IRON MOUNTAIN MINE
02	097J	LEHR/OLD CAMPUS LANDFILL
01	09M6	MEW STUDY AREA
00	0946	MGM BRAKES
01	09J4	MODESTO GROUND WATER CONTAMINATION (3 pkgs)
02	09J4	MODESTO GROUND WATER CONTAMINATION
18	09BE	MOTOROLA, INC. (52ND STREET PLANT)
19	09BE	MOTOROLA, INC. (52ND STREET PLANT)
00	0958	OPERATING INDUSTRIES, INC., LANDFILL
01	0959	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
04	09SF	SAN FERNANDO VALLEY (AREA 2, EXCELLO PLATING)
02	09N2	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
02	0944	SELMA TREATING CO (2 pkgs)
02	091C	TUCSON SOURCES
01	09K5	VALLEY WOOD PRESERVING INC.
00	09D1	WATKINS JOHNSON CO (STEWART DIVISION)
01	09D1	WATKINS JOHNSON CO (STEWART DIVISION)

Staff retrieved 8 cost packages/financial documents for EPA staff during October.

The Cost Package Documentation Index was updated on October 2, 6, 16, 23 & 30.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 14.3 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of October, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	Site Name
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
Z9CF	00	ADOBE CREEK OIL SPILL
0982	01	ADVANCED MICRO DEVICES, INC.
09H1	01	ADVANCED MICRO DEVICES, INC.
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
09ZZ	N/A	AFFORDABLE FURNITURE
09ZZ	N/A	AGANA SPRINGS (NONCERCL2324)
094Y	00	ALARK HARD CHROME
09PC	00	ALTOONA MINE
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
09GU	00	ANACONDA COPPER CO (YERINGTON)
09C6	01	APACHE POWDER CO
09JS	00	ASARCO INC HAYDEN PLT
0934	01	ATLAS ASBESTOS MINE
09ZZ	N/A	BELLOWS AIR FORCE STATION
09RV	00	BLACK FALLS CONTAMINATED WELL SITE
09QV	00	BODIE STATE HISTORICAL PARK
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09ZZ	N/A	CALIFORNIA CHEMICAL MANUFACTURING, LLC (AMR)
09SW	00	CAMPUS CLEAN UP - OAKLAND AVIATION SCHOOL
09RU	00	CANE VALLEY NAVAJO RADIOACTIVE STRUCTURES
09GY	01	CASMALIA PHASE II
093H	01	CASMALIA RESOURCES*
0971	01	CASTLE AIR FORCE BASE
09ZZ	N/A	CHAPALA AUTO REPAIR
09ZZ	N/A	CHEMGOLD, INC
09MU	00	CHINO AIRPORT RADIUM DIALS
09SK	00	CNMI AG CHEMICAL DISPOSAL PROJECT
09RS	00	CNMI DEQ ABANDONED PESTICIDES
09H3	01	CONCORD NAVAL WEAPONS STATION
091N	01	COOPER DRUM
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
09RM	01	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
09RR	00	CROWN CITY PLATING
09AJ	00	DAVIS MONTHAN AFB
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY

SSID	OU	Site Name
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09MN	00	DEL MONTE CORP. (OAHU PLANTATION)
0933	01	DEL NORTE PESTICIDE STORAGE
09HB	00	DENOVA ENVIRONMENTAL INC.*
09FS	00	EAGLE ARMY AIR FIELD
09P8	00	EDWARDS AIR FORCE BASE
09P8	01	EDWARDS AIR FORCE BASE
09ZZ	N/A	EEL RIVER MILLS (BRN)
0962	01	FAIRCHILD SEMICONDUCTOR CORP (S SAN JOSE)
09SN	00	FELTON KING
09ZZ	N/A	FORMER MILLERS DRY CLEANERS
09SD	00	FOSTER'S PLATING
09H7	01	FRESNO MUNICIPAL SANITARY LANDFILL
094R	01	FRONTIER FERTILIZER
09Q7	01	GEORGE AIR FORCE BASE
09SJ	00	GUAM AG CHEMICAL DISPOSAL PROJECT
09RJ	00	HAKIMO ROAD AKA BOTELHO
09PJ	01	HALACO ENGINEERING CO
09X6	00	HALACO ENGINEERING CO
09X6	01	HALACO ENGINEERING CO
09BL	00	HICKAM AIR FORCE BASE
0920	01	INDIAN BEND WASH NORTH
09SM	00	INGOMAR AMMUNITION
0988	01	INTEL CORP (SANTA CLARA 3)
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
09MK	00	KING TUTT MESA AGGREGATE SITE
09FM	00	KLAU/BUENA VISTA MINE
09FM	01	KLAU/BUENA VISTA MINE
093Y	01	LAVA CAP MINE
09S1	01	LAWRENCE LIVERMORE NATL LAB (SITE 300) (USDOE)
097J	01	LEHR/OLD CAMPUS LANDFILL
097J	02	LEHR/OLD CAMPUS LANDFILL
09FC	00	LEONA HEIGHTS SULPHUR MINE
0976	00	LOUISIANA-PACIFIC CORP
098P	00	MARE ISLAND NAVAL SHIPYARD
098P	01	MARE ISLAND NAVAL SHIPYARD
0941	01	MCCLELLAN AIR FORCE BASE
09QN	00	MCCLELLAN AIR FORCE BASE
0904	01	MCCOLL
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09ZZ	N/A	MCDERMITT MINE
09BZ	00	MCFARLAND STUDY AREA*
09BZ	01	MCFARLAND STUDY AREA
09M6	01	MEW STUDY AREA
0946	00	MGM BRAKES
0987	01	MICRO STORAGE/INTEL MAGNETICS
09ZZ	N/A	MOAPA PESTICIDES EMERGENCY RESPONSE
09J4	00	MODESTO GROUND WATER CONTAMINATION
09J4	01	MODESTO GROUND WATER CONTAMINATION
09J4	02	MODESTO GROUND WATER CONTAMINATION
09C7	00	MOFFETT NAVAL AIR STATION
09ZZ	N/A	MOLYCORP INC
0990	01	MONOLITHIC MEMORIES

SSID	OU	Site Name
0926	01	MONTROSE CHEMICAL CORP
0926	02	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	05	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
0926	07	MONTROSE CHEMICAL CORP
09CA	01	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	14	MOTOROLA, INC. (52ND STREET PLANT)
09BE	15	MOTOROLA, INC. (52ND STREET PLANT)
09BE	18	MOTOROLA, INC. (52ND STREET PLANT)
09BE	19	MOTOROLA, INC. (52ND STREET PLANT)
0915	00	MOUNTAIN VIEW MOBILE HOME ESTATES
09ZZ	N/A	NAVAJO DEPOT ACTIVITY
09AK	01	NAVAL COMPUTER & TELECOMMUNICATIONS AREA MASTER
STATION EASTERN PACIFIC		
09QM	00	NE CHURCHROCK QUIVIRA MINES
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09J5	02	NEWMARK GROUNDWATER CONTAMINATION
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09SR	00	NORTHEAST CHURCHROCK MINE SITE
09SV	00	OAKLAND AVIATION SCHOOL MERCURY RELEASE
09ZZ	N/A	OLD COLISEUM GARDENS (BRN) (NONCERCL2322)
09ZZ	N/A	OLD HIGHWAY 99 CORRIDOR STUDIES (BROWNFIELDS)
09BC	00	OMEGA CHEMICAL CORP*
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09J6	01	PACIFIC COAST PIPELINES
091S	01	PEARL HARBOR NAVAL COMPLEX
099K	01	PEMACO MAYWOOD
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
0921	01	PURITY OIL SALES INC.
0921	02	PURITY OIL SALES INC.
09X3	01	RALPH GRAY TRUCKING
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
0998	01	RHONE-POULENC, INC./ZOECON CORP
09PE	00	ROMIC EAST PALO ALTO
0979	01	SACRAMENTO ARMY DEPOT
09P1	00	SAIPAN CAPACITORS
09SC	00	SAIPAN MAYOR'S OFFICE DRUM SITE
09RT	00	SAIPAN SEWER WASTE SITE
099C	00	SALTON SEA TEST BASE
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)*
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)

SSID	OU	Site Name
09N2	02	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
098V	01	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	03	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	04	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09PB	01	SAN GABRIEL VALLEY (AREAS 1-4)
0944	00	SELMA TREATING CO
0944	02	SELMA TREATING CO
09ZZ	N/A	SMITH & THOMPSON PUMPING COMPANY (STPC)
09J8	01	SOLA OPTICAL USA, INC
0964	01	SOUTH BAY BASIN
09QL	00	SSFL: SANTA SUSANA FIELD LABORATORY
09K2	00	SULPHUR BANK MERCURY MINE
09ZZ	N/A	SUPERTYPHOON PAKA
09RQ	00	TEEC NOS POS NAVAJO RADIOACTIVE STRUCTURES
0995	01	TELEDYNE SEMICONDUCTOR
Z918	00	TORO CREEK SPILL
09Q5	01	TRACY DEFENSE DEPOT
09M7	01	TRAVIS AIR FORCE BASE
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09K4	01	TRW MICROWAVE
09SS	00	TUBA CITY NAVAJO RADIOACTIVE STRUCTURES SITE
09L9	01	TUCSON AFP 44
091C	02	TUCSON SOURCES
09R3	00	UNITED HECKATHORN CO
09K5	01	VALLEY WOOD PRESERVING INC.
09ZZ	N/A	VAN DUSEN'S CLEANERS
09RH	00	WAIANAE PERC AND PCBS SITE
09C1	01	WASTE DISPOSAL, INC.
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
09Q1	01	WILLIAMS AIR FORCE BASE*
09K6	01	YUMA MARINE CORPS AIR STATION

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 70 requests for documents, performed 801 database searches in SDMS-C, and provided 266 documents for EPA staff and other requesters.

Seventeen indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on October 1 and October 2, respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 3 FOIA requests totaling 10.75 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 1,477 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 1,219 pages from SDMS-C.

At the request of EPA staff, 2 documents from the Cove Navajo Radioactive Structure site and 2 documents from the Montrose Chemical Corp. Palos Verdes Shelf OU site were redacted.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 20 requests for documents on CD-ROMs. 167,900 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of October, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	Site Name
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
09QP	00	ALL METAL PROCESSING (BURBANK)
09SZ	00	AMERICAN SAMOA AG CHEMICAL DISPOSAL PROJECT
09ZZ	N/A	AMSTAR CORP SPRECKELS SUGAR DIV F-3
09GU	01	ANACONDA COPPER CO (YERINGTON)
09ZZ	N/A	ARGONAUT MINE
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09RU	00	CANE VALLEY NAVAJO RADIOACTIVE STRUCTURES
09R6	01	CARSON RIVER MERCURY SITE
093H	01	CASMALIA RESOURCES
09H3	01	CONCORD NAVAL WEAPONS STATION
091N	01	COOPER DRUM
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
09P8	01	EDWARDS AIR FORCE BASE
09SN	00	FELTON KING
Z9AJ	00	GREKA ENERGY OIL SPILL
09SJ	00	GUAM AG CHEMICAL DISPOSAL PROJECT
09X6	01	HALACO ENGINEERING CO
0988	00	INTEL CORP (SANTA CLARA 3)
0917	01	IRON MOUNTAIN MINE
09FC	00	LEONA HEIGHTS SULPHUR MINE
09BZ	01	MCFARLAND STUDY AREA
09FP	00	MISSION LINEN
09J4	00	MODESTO GROUND WATER CONTAMINATION
09J4	01	MODESTO GROUND WATER CONTAMINATION
09C7	01	MOFFETT NAVAL AIR STATION
0926	01	MONTROSE CHEMICAL CORP
09CA	01	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09RB	00	NAVAJO RADIOACTIVE STRUCTURES
09QM	00	NE CHURCHROCK QUIVIRA MINES
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09BC	01	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09ZZ	N/A	PEABODY COAL CO - BLACK MESA MINE SITE
0921	01	PURITY OIL SALES INC.
09BY	00	RIO TINTO COPPER MINE
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
0942	01	SOUTH BAY ASBESTOS

SSID	OU	Site Name
09K2	01	SULPHUR BANK MERCURY MINE
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The following ARs were compiled, copied, and sent to repositories in October:
 Felton King Removal AR, sent October 6.
 San Fernando Valley North Hollywood OU – 04, sent October 8
 Operating Industries, Inc. Oversight Costs Update #1, sent October 9
 Cane Valley Navajo Radioactive Structures Ceiling Increase Removal, sent October 14
 Montrose Chemical Corp. Palos Verdes Shelf OU Update #1, sent October 19

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Three work-performed compilations were created or updated during October for the following sites:

OU	SSID	Site Name
00	09H7	FRESNO MUNICIPAL SANITARY LANDFILL
01	09J4	MODESTO GROUND WATER CONTAMINATION
00	09PM	NORTHEAST CHURCHROCK MINE SITE

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:
 CD-ROM format: 6 collections
 Electronic files attached to E-mails: 53 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of October, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	Site Name
09SZ	00	AMERICAN SAMOA AG CHEMICAL DISPOSAL PROJECT
09SW	00	CAMPUS CLEAN UP - OAKLAND AVIATION SCHOOL
09RU	00	CANE VALLEY NAVAJO RADIOACTIVE STRUCTURES
09SN	00	FELTON KING
09H7	00	FRESNO MUNICIPAL SANITARY LANDFILL
09SJ	00	GUAM AG CHEMICAL DISPOSAL PROJECT
09X6	00	HALACO ENGINEERING CO
09J4	01	MODESTO GROUND WATER CONTAMINATION
09CA	05	MONTROSE CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on October 26.

The PM held a Managers/Supervisors meeting on October 28.

The PM held a Scanning Department meeting on October 22.

The PM held a Cost Recovery Department meeting on October 22.

The RMS IV/Assistant Manager held meetings with special projects staff on October 6 and 7.

The RMS IV/Circulation Department Supervisor held a departmental meeting on October 14 and October 22.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on October 22.

The PM purchased supplies and/or equipment during October as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of the TOAM, a Librarian IV gave SDMS-C training to 3 EPA staff in October.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On October 6, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III coordinated with Andy Terry to resolve problems with the Novell Zenworks applications installed on Record Center workstations. The problem was successfully resolved by un-installing the application from the workstations October 22.

An RMS IV/IS III coordinated with Al Belbahri to resolve problems with the updates on Record Center server. The problem was successfully resolved on October 26.

Staff posted indices, introductions, and lists of acronyms on the Internet for the following ARs:

San Fernando Valley (Area 1), North Hollywood OU - 04

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The PM and RMS IV/Assistant Manager attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on October 15.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in November.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

9.1 Assist with Training End Users

At the request of the TOAM, a Librarian IV gave 2 introductory ECMS presentations to EPA staff in October.

9.7 Attend ECMS Meetings & Teleconferences

On October 5 staff attended a regular ECMS technical teleconference.

II. DIFFICULTIES ENCOUNTERED

The expenditures for salary and ODCs for this contract year nearly exceeded the allocated amount. GRB staff took vacation and unpaid leave in order to avoid exceeding our budget for this year.

III. PERSONNEL ACTION

No personnel action was taken in this reporting period.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 20 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 12 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
1,864	34.6 lft.	34.6 lft.

Inventories

Records Surveyed	Year to Date
28.2 lft.	28.2 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	0 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
47	2	1	2	8	0	1	2	63

VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

SSID 093H, OU 01, CASMALIA RESOURCES

One Librarian IV/Records Librarian performed indexing (327 documents, 1.30 linear feet) and one RMS II/Scanning Specialist performed scanning (643 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 99.5 hours were expended on this effort during the month.

SSID 09HB, OU 00, DENOVA ENVIRONMENTAL INC.

One Librarian IV/Records Librarian performed indexing (496 documents, 1.54 linear feet) and three RMS II/Scanning Specialists performed scanning (1,716 pages) in order to complete an indexing request for this site (work request # 90213-1710 submitted by E. Chan). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 104.4 hours were expended on this effort during the month.

SSID 09BZ, OU 00, MCFARLAND STUDY AREA

One Librarian IV/Records Librarian performed indexing (205 documents, 1.67 linear feet) and two RMS II/Scanning Specialists performed scanning (945 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 95.2 hours were expended on this effort during the month.

SSID 09BC, OU 00, OMEGA CHEMICAL CORP

One Librarian IV/Records Librarian performed indexing (212 paper and electronic documents, 0.10 linear feet) and two RMS II/Scanning Specialists performed scanning (93 pages) in order to complete indexing requests for this site (work request #111027-1433 & # 111027-1631 submitted by L. Ketellapper). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 115.0 hours were expended on this effort during the month.

SSID 0959, OU 00, SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)

One Librarian IV/Records Librarian performed indexing (125 documents, 2.70 linear feet) and three RMS II/Scanning Specialists performed scanning (2,091 pages) in order to reduce the backlog of indexing for this site. One RMS III/Cost Recovery Specialist prepared one financial cost documentation package (work request #110915-1237 submitted by G. Pennington). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 90.7 hours were expended on this effort during the month.

SSID 09Q1, OU 01, WILLIAMS AIR FORCE BASE

One Librarian IV/Records Librarian performed indexing (95 documents, 1.16 linear feet) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing was completed (we do not scan federal facilities documents per the EPA). A total of 106.2 hours were expended on this effort during the month.